



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION VIII (8EPR-PS)
999 18th STREET - SUITE 500
DENVER, COLORADO 80202-2405

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Date: ~~10/14/99~~ 12/16/99

MEMORANDUM

SUBJECT: ISSI Consulting Group, Inc.

PROJECT NAME: VASQUEZ BOULEVARD / I-70 SITE

TO: Susan Griffin

This memorandum requests contract assistance from ISSI Consulting Group, Inc.. In support of the support of the subject project. Below please find; 1) a project summary, indicating the nature and scope of the work, 2) a Project Task List, detailing specific tasks associated with the work, and 3) a project deliverables list including estimated deliverable due dates.

Project Description:	Technical Contact for Task:
IMPLEMENT THE STUDY DESCRIBED IN THE EPA APPROVED DOCUMENT, "PROJECT PLAN FOR THE VASQUEZ BOULEVARD AND I-70 SITE, DENVER, CO, PILOT SCALE SOIL CHARACTERIZATION STUDY", SEPTEMBER 9, 1999	BONNIE LAVELLE, RPM (302) 312-6579

Task #	Task Description	Estimated Hours	Deliverables	Estimated Deliverable Date
	SEE	ATTACHED		

EPA WAM: Bonnie Lavelle

Date: 12/16/99

Project Officer: [Signature]

Date: 12/20/99

cc: Susan Griffin, Carrol O'Donnell
Contract No.: N00174-99-D-0003
Delivery Order No.: 0002
Purchase Request No.: 9203.3858
EPA IAG No.: DW17953800-01-0

N120-026

Task #	Task Description	Estimated Hours	Deliverables	Estimated Deliverable Date
1	Procure and manage laboratory services		on-going	12 weeks after work plan approval
2	Oversee collection of samples of flue dust and stack residue by Asarco		Memo documenting sample collection methods	3 days after sample collection
3	Sample preparation		Memo	One week after samples collected
4	Data reduction and evaluation			3 weeks after receipt of data from laboratory
5	Provide meeting technical support (approximately 4 meetings)		powerpoint files and handouts (25 copies for each meeting)	one day prior to each meeting
6	Prepare draft report of findings, mail to working group		draft report (25 copies)	4 weeks after receipt of data from the laboratory
7	Prepare written responses to comments and final report, mail to working group		final report with separate responses to comments document (25 copies)	1 week after receipt of comments

Task #	Task Description	Estimated Hours	Deliverables	Estimated Deliverable Date
1	Procure and manage laboratory services	72 hours	on-going	12 weeks after work plan approval
2	Oversee collection of samples of flue dust and stack residue by Asarco	10 hours	Memo documenting sample collection methods	3 days after sample collection
3	Sample preparation	10 hours	Memo	One week after samples collected
4	Data reduction and evaluation	160 hours		3 weeks after receipt of data from laboratory
5	Provide meeting technical support (approximately 4 meetings)	36 hours	powerpoint files and handouts (25 copies for each meeting)	one day prior to each meeting
6	Prepare draft report of findings, mail to working group	50 hours	draft report (25 copies)	4 weeks after receipt of data from the laboratory
7	Prepare written responses to comments and final report, mail to working group	32 hours	final report with separate responses to comments document (25 copies)	1 week after receipt of comments